



## Alwin Varghese

### ASSISTANT PROCUREMENT MANAGER

#### EXPERIENCE

- Worked as **Procurement Supervisor** at Grand Millennium Dubai, since 2016-2019.
- Worked as **Purchasing Coordinator** at Movenpick JBR, Dubai Since 2015 - 2016
- Worked as **Purchasing Officer** at Aloft Abu Dhabi since 2013- 2015
- Worked as **Night Auditor** at Aloft Abu Dhabi since 2011 to 2012
- Worked as **Waiter** at Aloft Abu Dhabi since 2010-2011
- Worked as **Waiter** at Sheraton Jumeirah Beach Hotel, Dubai since 2007-2010

## Alwin Varghese

DUBAI

UAE

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Email :

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#### PRESENT EMPLOYMENT

- Working as **Assistant Procurement Manager** at **Grand Millennium Dubai** since 2019 - Feb up to now

#### Duties & Responsibilities

- Directly responsible for the all procurements on the organization
- All major supplier contracts negotiations and finalizing for management approval.
- Obtain quotation for all general and engineering items requirements and processing LPO with best offer.
- Process all the FF&E/ CAPEX based on the approved CAPEX budget of the year.
- Introducing new supplier to the hotel with better rates.
- Follow up LPOs on timely manner for smooth operation of the hotel.
- Control the advance payments which made for suppliers.
- Carry out market survey on regular basis for understand the market fluctuations.
- Carrying out competitors check with neighbor hotels to make sure suppliers are not over pricing.
- Make sure that hotel purchasing procedure followed at all the times.
- Working as an active member of the management team.

### **Key skills:**

- Strong **Purchasing** and Procurement background with outstanding negotiations skills
- Demonstrated experience in creating, developing and executing up to date **Purchasing** Standards
- Proven Results on delivering consistent 90% On-Time Delivery and Double Digit Turns for a High Mix, Low Volume to Medium Volume Business
- Understanding in Lean Practices & Principles in **Purchasing**/Materials Management functions
- Knowledge in multiple procurement software especially rolling out and implementation of web based applications (ADACO, FBM/FMC/Futurelog Etc.).
- Experience in External Collaboration Tools/Models/Solutions with suppliers
- Strong Negotiation, Communication, Relationship and Organization skills
- Ability to work with minimal supervision
- Training and supervising the work of other members of staff

### **PROFESIONAL QUALIFICATION**

- Successfully Completed 3 Year Diploma in Hotel Management & Technology – 2003 - 2006
- Successfully completed Starwood food & hygiene training.
- Fake Currency Training.
- Fire Training.
- Micros Training.
- Opera Training.
- Credit Card Training.
- Starwood Code of Business Conduct Training.
- Starwood Anti-Corruption Compliance Policy and Procedures
- Starwood Hypothetical Case-studies Training
- Starwood Procurement Compliance Training

### **PROFESIONAL STRENGTHS AND SPECIAL SKILLS**

Strong Purchasing and Procurement background with outstanding negotiations skills to get the best price supplier from the Market without compromising the Quality.

Skills and knowledge in Cost Control System & Accounting system Ambitious.

Hard working, have good senses of humor, able to work under pressure.

### **PERSONAL DATA**

FULL NAME	: Alwin Varghese
DATE OF BIRTH	: May, 09 - 1986
MARITAL STATUS	: Married
NATIONALTY	: Indian
CONTACT NO	: 0529332484

## REFEREES

**Mr. Oussama Chalak**

Cluster General Manager

Grand Millennium Hotel, Dubai & Grand Millennium Business Bay

Dubai

UAE

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**Mr. Mohammed Shaheem**

Cluster Financial Controller

Grand Millennium Hotel, Dubai & Grand Millennium Business Bay

Dubai

UAE

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I hereby certify that the above particulars are true and correct to the best of my knowledge.

Alwin Varghese:

Date:

